

OPTIONAL INFORMATION	
Name of School:	Date of Inspection:
Vocational Program/Course/Room:	Signature of Inspector:

INDOOR AIR QUALITY SELF INSPECTION CHECKLIST

Guidelines: This checklist covers the indoor air quality regulations (N.J.A.C. 12:100-13) issued by the New Jersey Department of Labor, Public Employees Occupational Safety and Health program. Employee complaints about indoor air quality problems are investigated by the New Jersey Department of Health and Senior Services. Since these regulations were adopted by reference by the New Jersey Department of Education (N.J.A.C. 6:53-1.2(a)), the regulations also apply to students in vocational programs. Two other standards that address smoking in schools have also been included (N.J.S.A. 26:3D-17 and N.J.A.C. 6:29-1.3(a)9). **The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*) next to the number of the question.** Questions marked with the symbol (☞) may require the help of an outside expert.

General		<u>Please Circle</u>			
1.*	Is there a person designated (<u>designated person</u>) to handle the implementation and documentation of the New Jersey indoor air quality standard? [N.J.A.C. 12:100-13.3(a)]	Y	N	N/A	DK
2.*	Is there an established, operating and documented preventive maintenance schedule for the heating, ventilation and air conditioning (HVAC) system in accordance with the manufacturer's recommendations or accepted practice for the HVAC system? [N.J.A.C. 12:100-13.3(a)1]	Y	N	N/A	DK

Comments/Corrective Action

**INDOOR AIR QUALITY
SELF INSPECTION CHECKLIST**

- | | | | | | |
|------|---|---|---|-----|----|
| 3.* | Does the HVAC preventive maintenance schedule include: checking and/or changing air filters, checking and/or changing belts, lubrication of equipment parts, checking the functioning of motors and confirming that all equipment is in operating order? [N.J.A.C. 12:100-13.3(a)1] | Y | N | N/A | DK |
| 4.* | Are damaged or inoperable components of the HVAC system replaced or repaired as appropriate? [N.J.A.C. 12:100-13.3(a)1] | Y | N | N/A | DK |
| 5.* | Are reservoirs or parts of the HVAC system with standing water checked visually for microbial growth? [N.J.A.C. 12:100-13.3(a)1] | Y | N | N/A | DK |
| 6.* | Are water leaks that could promote growth of biologic agents promptly repaired? [N.J.A.C. 12:100-13.4(c)] | Y | N | N/A | DK |
| 7.* | Are damp or wet materials that could promote growth of biologic agents promptly dried, replaced, removed or cleaned? [N.J.A.C. 12:100-13.4(c)] | Y | N | N/A | DK |
| 8.* | Are visible microbial contaminants removed from ductwork, humidifiers, other HVAC and <u>building system</u> components, or on building surfaces, such as carpeting and ceiling tiles, when found during regular or emergency maintenance activities or during visual inspection? [N.J.A.C. 12:100-13.4(c)] | Y | N | N/A | DK |
| 9.*☞ | Is general or local exhaust ventilation used where housekeeping and maintenance activities could reasonably be expected to result in exposure to hazardous substances above applicable exposure limits? [N.J.A.C. 12:100-13.3(a)2] | Y | N | N/A | DK |

Comments/Corrective Action

**INDOOR AIR QUALITY
SELF INSPECTION CHECKLIST**

- | | | | | | |
|------|--|---|---|-----|----|
| 10.* | When point sources generate airborne levels of contaminants above applicable limits, are local exhaust ventilation or substitution used to reduce the exposure levels to below the limits? [N.J.A.C. 12:100-13.4(b)] | Y | N | N/A | DK |
| 11.* | When the carbon dioxide level exceeds 1,000 parts per million, is the HVAC system checked and repaired as necessary to ensure the system is operating properly? [N.J.A.C. 12:100-13.3(a)3] | Y | N | N/A | DK |
| 12.* | In <u>office buildings</u> only, when the temperature is outside of the range of 68 to 79 degrees Fahrenheit, is the HVAC system checked and repaired as necessary to ensure the system is operating properly? [N.J.A.C. 12:100-13.3(a)4] | Y | N | N/A | DK |
| 13.* | When a contaminate is identified in the make-up air supply, is the source of the contaminate eliminated or the make-up inlets and/or exhaust air outlets relocated to avoid entry of the contaminate into the air system? [N.J.A.C. 12:100-13.3(a)5] | Y | N | N/A | DK |
| 14.* | If buildings do not have mechanical ventilation, are windows, doors, vents, stacks and other portals used for natural ventilation operating properly? [N.J.A.C. 12:100-13.3(a)6] | Y | N | N/A | DK |
| 15.* | Are complaints promptly investigated that involve signs or symptoms that may be associated with building-related illness? [N.J.A.C. 12:100-13.3(a)7] | Y | N | N/A | DK |

Smoking Areas - Public Schools

- | | | | | | |
|------|--|---|---|-----|----|
| 16.* | Is smoking in public school buildings prohibited except as part of a classroom instruction or a theatrical production? [N.J.S.A. 26:3D-17] | Y | N | N/A | DK |
|------|--|---|---|-----|----|

Comments/Corrective Action

**INDOOR AIR QUALITY
SELF INSPECTION CHECKLIST**

- 17.* Are there written district board of education policies and procedures which prohibit smoking in public school buildings? [N.J.A.C. 6:29-1.3(a)8] Y N N/A DK

Smoking Areas - Non-Public Schools

- 18.* If there are designated smoking areas, is smoking only permitted in these areas? [N.J.A.C. 12:100-13.4(a)1] Y N N/A DK
- 19.* If there are designated smoking areas, are the areas enclosed, exhausted directly to the outside, and maintained under negative pressure such that the contained smoke can not escape to adjacent occupied spaces? [N.J.A.C. 12:100-13.4(a)2] Y N N/A DK
- 20.* If there are designated smoking areas, are cleaning and maintenance work only conducted in the areas when no smoking is taking place? [N.J.A.C. 12:100-13.4(a)3] Y N N/A DK
- 21.* If there are designated smoking areas, are employees and students not required to enter the areas in the performance of normal activities? [N.J.A.C. 12:100-13.4(a)4] Y N N/A DK
- 22.* If there are designated smoking areas, are the areas clearly posted as designated smoking areas? [N.J.A.C. 12:100-13.4(a)5] Y N N/A DK
- 23.* If there are designated smoking areas, are there signs that will clearly inform anyone entering the building that smoking is restricted to designated areas? [N.J.A.C. 12:100-13.4(a)6] Y N N/A DK

Comments/Corrective Action

**INDOOR AIR QUALITY
SELF INSPECTION CHECKLIST**

- 24.* If there are designated smoking areas, is smoking prohibited within designated areas when the exhaust ventilation system for the area is not operating properly? [N.J.A.C. 12:100-13.4(a)7] Y N N/A DK

Renovations and Remodeling

- 25.* During renovation work and/or new construction, are local ventilation or other protective devices used to safeguard employees and students from dust, stone and other small particles, toxic gases or other harmful substances in quantities hazardous to health? [N.J.A.C. 12:100-13.5(a)] Y N N/A DK
- 26.* Are renovation areas in occupied buildings isolated so that dust and debris is confined to the renovation or construction area? [N.J.A.C. 12:100-13.5(a)] Y N N/A DK
- 27.* When renovating or during new construction, are product labels checked or is information obtained on whether the use of paints, adhesives, sealants, solvents or installation of insulation, particle board, plywood, floor coverings, carpet backing, textiles or other materials contain volatile organic compounds that could be emitted during regular use? [N.J.A.C. 12:100-13.5(b)] Y N N/A DK
- 28.* Is the information referred to in the previous question used to select products and to determine necessary measures to be taken to comply with indoor air quality regulations? [N.J.A.C. 12:100-13.5(b)] Y N N/A DK
- 29.* Are employees notified at least 24 hours in advance, or promptly in emergency situations, of work to be performed on the building that may introduce air contaminants into their work area? [N.J.A.C. 12:100-13.5(c)] Y N N/A DK

Comments/Corrective Action

**INDOOR AIR QUALITY
SELF INSPECTION CHECKLIST**

Recordkeeping

- | | | |
|------|--|------------|
| 30.* | Is the maintenance schedule updated to show all maintenance performed on the <u>building systems</u> ? [N.J.A.C. 12:100-13.6(a)] | Y N N/A DK |
| 31.* | Does the maintenance schedule include the dates that the <u>building systems</u> maintenance was performed and the names of the persons or companies performing the work? [N.J.A.C. 12:100-13.6(a)] | Y N N/A DK |
| 32.* | Are maintenance schedules with the information required by the indoor air quality standard retained for at least three years? [N.J.A.C. 12:100-13.6(b)] | Y N N/A DK |
| 33.* | Are maintenance schedules with the information required by the indoor air quality standard available on request to employees, students, employee representatives and the Department of Health and Senior Services (<u>Department</u>)? [N.J.A.C. 12:100-13.6(b)] | Y N N/A DK |

Response to Signed Complaints from the Department

- | | | |
|------|---|------------|
| 34.* | If a school district receives a complaint notification from the <u>Department</u> about an indoor air quality problem, is a written response sent back to the <u>Department</u> within 15 working days? [N.J.A.C. 12:100-13.7(a)] | Y N N/A DK |
|------|---|------------|

Comments/Corrective Action

**INDOOR AIR QUALITY
SELF INSPECTION CHECKLIST**

- | | |
|--|------------|
| 35.* Do school district written responses to complaint notifications received from the <u>Department</u> about an indoor air quality problem include any combination of the following: 1. A statement that the complaint is unfounded; 2. A description of any remedial action already taken; 3. An outline of any remedial measures planned but not yet taken with a timetable for completion; and/or 4. A statement that a study of the problem, with a timetable for completion of the study, has been initiated? [N.J.A.C. 12:100-13.7(a)] | Y N N/A DK |
| 36.* If a school district plans remedial measures or a study initiated in response to a complaint notification received from the <u>Department</u> , is a written report describing the remedial measures implemented and/or a copy of a study's report submitted to the <u>Department</u> within 15 working days of completion? [N.J.A.C. 12:100-13.7(b)] | Y N N/A DK |
| 37.* If remedial work is initiated in response to a complaint notification from the <u>Department</u> , are permits obtained and work performed as required by the N.J.A.C. 5:23 (the New Jersey Uniform Construction Code)? [N.J.A.C. 12:100-13.7(c)] | Y N N/A DK |
| 38.* If available, are the following documents provided to the <u>Department</u> when requested in response to an employee complaint: 1. As-built construction documents; 2. HVAC system commissioning reports; 3. HVAC systems testing, adjusting and balancing reports; 4. Operations and maintenance manuals; 5. Water treatment logs; and 6. Operator training materials? [N.J.A.C. 12:100-13.8(a)] | Y N N/A DK |

Comments/Corrective Action

**INDOOR AIR QUALITY
SELF INSPECTION CHECKLIST**

Definitions:

Building systems includes the heating, ventilation and air-conditioning (HVAC) system, the energy management system and all other systems in a facility which may impact indoor air quality.

Department means the Department of Health and Senior Services.

Designated person means a person who has been given the responsibility by the employer to take necessary measures to assure compliance with this subchapter.

Designated smoking area means an area in a building, where smoking is permitted and which is physically separated from non-smoking areas and which non-smokers are not required to enter or pass through.

Office building means a building in which administrative and/or clerical activities are conducted. Examples of facilities and/or operations which are not office buildings include schools, repair shops, garages and print shops.